

Long Beach Fire Department Bureau of Fire Prevention

Knox Box eApproval
Online Ordering Instructions

STEP #1:

Go to: www.knoxbox.com

STEP #2:

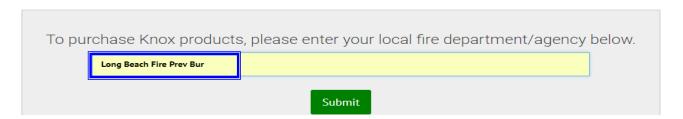
Click **BUY** on top right hand corner of the Knox home page



STEP #3:

In FIRE DEPARTMENT/AGENCY NAME box type the following: Long Beach Fire Prev Bur and click SUBMIT

Knox Online Store



STEP #4:

Scroll the page to find the requested/suggested Series (i.e.: 1650, 3200); Click **Select & Configure**

Select & Configure

STEP #5:

Make the appropriate selections for the box and click **ADD TO CART**.



STEP #6:

Fill out the installation address information

- For Single Item: Click SUBMIT
- For Multiple Items: Click SAVE & ADD ANOTHER ADDRESS
- Do not click Submit until all addresses have been added.

Submit

STEP #7:

The item will be placed in the **SHOPPING CART**; Review all items for accuracy, and click **SUBMIT FOR eApproval.**



Save & Add Another Address

For any further questions regarding Knox Box eApproval, please contact the Fire Prevention Bureau via email: LBFDKnoxRequests@longbeach.gov or telephone (562) 570-2563.

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